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Personnel and Career Service Branch/Admin. Staff/FI

Staffing

The Personnel and Career Service Branch of the FI Staff is composed of six positions, presently incumbered as follows:

<u>Grade</u>	<u>Position</u>	<u>Incumbent</u>	<u>Grade & Title</u>
OS-13	Personnel Officer	25X1	Same as Slot
OS-12	Personnel Officer, Career Management		Same as Slot
OS-9	Personnel Officer		Same as Slot
OS-5	Secretary-Steno.		Same as Slot
*OS-5	Mail and File Clerk		Same as Slot
OS-4	Clerk-Typing		Same as Slot

*Note: Presently shown on T/O in Office, Chief/Admin Staff/FI, but to be in Personnel and Career Service Branch on new T/O.

FUNCTIONS

1. The Personnel and Career Service Branch has a twofold responsibility:
 - a. Career Management of all FI designated personnel in the Clandestine Services and
 - b. Personnel management of all personnel assigned to the FI Staff (with a current T/O of ☐ whether of FI career designation or others (i.e., admin., clerical, and support, etc.)
2. Major functions are defined as:
 - a. Reviews all official personnel actions affecting FI personnel.
 - b. Serves as auxiliary unit to the FI Career Service Board by monitoring and advising on assignments of personnel trained and experienced in foreign intelligence operations.
 - c. Develops and ensures adherence to standards of recruitment for the performance of the FI mission.
 - d. Maintains a card index of all FI personnel.
3. The training element which is involved in the personnel and career management program is organizationally situated in the Operations Division. The

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Security Information

training function in FI Staff includes the staff responsibilities concerned with the formulation of FI training policy as well as assisting, from the training viewpoint, in the planning and execution of the Career Service Program for FI personnel.

4. The Chief, Plans Staff, acts as the FI Contract Approving Officer and approves all contract agent, career agent, and field agent contracts connected with the performance of the FI mission.

RECORDS MAINTAINED

1. Major records maintained in the Personnel and Career Service branch are:

- a. Career Service Board Record - Tub files of Form 37-16 cards, 5x8" totaling approximately [] card records of FI career designated employees including staff agents (in pseudo). Many of these records are old OSO type forms and a detail of three employees are presently engaged in converting to the newer form and verifying recorded data by checking records including the Agency Position Inventory Records. Blue cards of the same type are used for personnel working in FI who have career designations other than FI (i.e., Personnel, Budget, etc.).
- b. Staff Agent File - Card record (Form OF-4b), containing the name of the Staff Agent, in pseudonym, grade and position, and number of pseudo (numbered true name file kept elsewhere in FI).
- c. Position Inventory Record - A plain white 5x8 card record of all slots and incumbents on the FI Staff, arranged in T/O and organizational element sequence. Cards contain slot number, position title, classification code number for position, name of incumbent, together with postings, beginning at top of all individual personnel actions.
- d. Seniority File - 3"x5" card files totaling approximately [] arranged by grade, showing name, grade, date of grade, and title of each FI career designated individual. 25X9
- e. Personnel Actions File (SE) - Loose-leaf binders containing copies of all personnel actions flowing through FI Staff on FI career designated individuals. Kept separately by months and divided into sections by types of action (assignments, promotions, transfers, separations, etc.). Record is used to make monthly summary report to Chief/Admin/FI.
- f. Personnel Actions File (SA) - Loose-leaf binder containing copies of personnel actions on Staff Agents (in pseudo, filed alphabetically).
- g. Individual Personnel File Folder - Individual file folders (to eventually total [] in which is filed, on the left side, memoranda 25X9

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Security Information

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Security Information

summaries and copies of correspondence pertaining to career service actions, and on the right, copies of the Personnel Qualifications Questionnaire, ED/P Personnel Data Sheets, Personnel Evaluation Reports, and Training Evaluations.

2. Position Inventory Records, (Form OF-41) are maintained in the Records Integration Division on approximately individuals. These are office records supplemental to those maintained in Personnel and Career Service Branch.

25X9

-3-

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Security Information

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Security Information

- * Individuals concerned with personnel functions of PP Staff only.
- ** Individuals concerned with Career Management Functions of all Agency PP personnel.

Note: Position titles proposed in the new T/O are, in the main, those presently held by the incumbents. The position title of [] Slot 23, 25X1 is presently Intelligence Officer.

FUNCTIONS

1. The Personnel and Career Service functions of the PP Staff are to be separated organizationally (in the new T/O) as indicated by the staffing above. Separate functions are:
 - a. Those performed by the two individuals in the Administrative Section (Slots 14 and 15) which involve the personnel management of all personnel assigned to PP Staff, both PP and non-PP career categories [] on the proposed T/O), and
 - b. Those performed by the four individuals in Slot numbers 9, 23, 24 and 25, the latter three being in the Career Service group with the Deputy Executive Officer (Slot No. 9) also serving as Career Management Officer. These functions include the Career Management (Board Secretariat duties) of all PP designated personnel in the Clandestine Services, which total approximately []
2. Major functions of the Career Service element are to:
 - a. Review of all personnel actions affecting career designated PP personnel.
 - b. Serve as auxiliary unit to the PP Career Service Board by monitoring and advising on assignments of personnel trained and experienced in psychological warfare operations.
 - c. Develop and ensure adherence to standards of recruitment for performance of the PP mission.
 - d. Maintain records, including a Career card index (Form 37-16) of all PP career designated personnel.
 - e. As PP Contract Approving Officer the Career Management Officer (Deputy EO) will approve all contract agent, career agent, and field agent contracts connected with the performance of the PP mission.
3. The training element which is involved in the personnel and career management program is organizationally situated in the Operations Division, PP. The training function in PP Staff includes the staff responsibilities concerned with the formulation of PP training policy as well as assisting,

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Security Information

from the training viewpoint, in the planning and execution of the Career Service Program for PP personnel.

RECORDS MAINTAINED

Personnel Records Maintained in Admin/EO/PP Staff

1. Position Inventory Record - 5"x8" cards (plain white) PP Staff personnel at Headquarters shows slot number, grade, position title, incumbent or status, and training courses completed. Cards are tabbed to indicate military personnel, double slotting, pending in, pending action, follow-up or suspense, PER pending, blocked, and pending out.
2. Personnel File Folder Control - 3"x5" control card on official personnel file folders in PP Staff.
3. Locator Cards - IBM cards showing name, address, and telephone number of PP Staff personnel.
4. Individual Personnel File Folders - PP Staff personnel, filed alphabetically, contains Training Requests, copies of Personnel Evaluation Reports, Personnel Actions, miscellaneous correspondence, security violations, travel orders, and travel vouchers.
5. Contract Personnel Files - 3"x5" card forms indicating summary information on the 23 items of the contract check sheet.

CAREER MANAGEMENT RECORDS MAINTAINED IN CAREER SERVICE/EO/PP STAFF

Though the following records are in the process of development, it is indicated they will be substantially as described. It is noted that the Career Service Folder (2 below) will duplicate the PP Staff personnel folder maintained in the Administrative Section. The duplication, if continued, will amount to only that portion of the T/O of ☐ designated as CD PP.

1. General Files - Contains sensitive documents on personnel, career management information, Board agenda and actions, returnee reports, machine runs, etc.
2. Individual Career Service Folder - Development of this file is in process. Will eventually total approximately ☐ files and replace or supplement Personnel files (PP). Files will contain Personnel Data Sheets, copies of Personnel Actions of Career Service Board (PP) actions, Personnel Evaluation Reports, Training Evaluations, requests, etc.
3. Career Service Board Record - 5"x8" card files (Form 37-160) presently being developed, will eventually total approximately ☐ files.

-3-

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Security Information

LOCATION AND STAFFING OF THE PERSONNEL AND CAREER MANAGEMENT

FUNCTIONS OF PARAMILITARY OPERATIONS STAFF

1. The Personnel and Career Management functions are performed in the Administrative Division/PM and are twofold:

a. The Career Management of all PM designated personnel in the Clandestine Services (approximately) and

b. Personnel Management of all personnel assigned to the PM Staff (with a T/O of approximately).

2. The functions of Career Management (para. 1a. above) are performed by:

<u>Grade</u>	<u>Position</u>	<u>Incumbent</u>	<u>Grade & Title</u>
GS-13	Career Management Officer	<input type="text"/>	GS-12 Career Management Officer
GS-5	Clerk Stenographer		GS-4 Clerk-Steno

3. Major functions of Career Management are defined as:

a. Reviews all official personnel actions affecting PP/Personnel and takes action (without referral to Career Service Board) on all cases involving GS-12 and below.

b. Serves as an auxiliary unit to the PM Career Service Board by monitoring and advising on assignments of personnel trained and experienced in paramilitary operation.

c. Maintains an individual personnel file and a Career Card Index (Form 37-16) of all PM designated personnel.

4. The functions of personnel management (para. 1b above) are performed by:

<u>Grade</u>	<u>Position</u>	<u>Incumbent</u>	<u>Grade & Title</u>
GS-12	Administrative Officer	<input type="text"/>	Same as the slot (Clerk steno assistance from Admin/PP on part time basis)

The major functions performed in personnel management in PM involve maintenance of records, processing of action, follow-up on the application of training standards, preparation of reports, etc.

5. The function of PM Contract Approving Officer for all Contract Agents, Career Agents and field agents, connected with the performance of the PM Mission, is exercised by the Chief, Administrative Division/PM.

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6. The training element which is involved in the personnel and career management program is organizationally situated in the OPOT Division/PM. The training functions in PM Staff include the staff responsibilities concerned with the formulation of PM training policy as well as assisting, from the training viewpoint, in the planning and execution of the Career Service Program for PM personnel.

RECORDS MAINTAINED

1. Major. Career Service records maintained by the Career Management Officer are limited to two:
 - a. A Career Service Board Record - 5x8 card files (of Form 37-16) on all PM Career designated personnel. Consists of approximately cards presently filed in a box alphabetically but to be arranged in visible trays by T/O slots. 25X9
 - b. Individual Personnel File Folder - Individual file folders, containing PER's, Training Evaluations, copies of personnel actions, correspondence pertaining to the individual, Training Requests and DD/P Data Sheets. 25X9
2. Major personnel management records maintained by the Administrative Officer in the Administrative Division are:
 - a. Index of PM Personnel - 5x8 plain cards, visible index, filed alphabetically and containing the following information on PM staff personnel, whether of PM Career Designation or not. Name, grade, title, birthdate and place, education, experience, languages and foreign travel.
 - b. EOD Military Record - 5x8 visible index of all military personnel in PM assignments, both headquarters and field (when under direct contract of PM Staff - such as War Planners) showing name, grade or rank and EOD Date.
 - c. Training Record - loose leaf file record in which is posted names of PM Staff personnel and dates specific training courses are scheduled and completed.
 - d. Training Status Report - a cumulative record of training completed by PM Staff personnel listing types of courses completed.
3. With regard to Contract personnel, the Chief, Administrative Division, PM, as PM Contract approving officer, makes a copy of the check sheet and maintains a file of all such copies together with copies of subsequent amendments.

-2-

~~SECRET~~
Security Information

Personnel and Career Management Branch/Admin. Staff/TSS

Staffing

The Personnel and Career Service Branch of the TS Staff is composed of three positions, presently incumbered as follows:

<u>Grade</u>	<u>Position</u>	<u>Incumbent</u>	<u>Grade & Title</u>
GS-13	Career Management Officer	<div style="border: 1px solid black; width: 100px; height: 60px;"></div>	GS-13 Career Management Officer
GS-9	Personnel Officer		GS-7 Personnel Officer
GS-5	Secretary-Stenographer		GS-4 Secretary Steno.

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FUNCTIONS

1. The Personnel and Career Management Branch has a twofold responsibility:
 - a. Career Management of all TS designated personnel in the Clandestine Services (approximately) and
 - b. Personnel Management of all personnel assigned to the TSS Staff (with a T/O of) whether of TS career designation or others (i.e., admin., clerical and support, etc.)
2. The functions indicated, as well as the records maintained are integrated and duties are shared by both the Career Management Officer and the Personnel Officer.
3. Functions not performed by the PCM Branch include those pertaining to covert associates (which are performed by the Chief, Admin. Staff, who acts as Contract Approving Officer for TSS), training which is performed by the Training Division/TSS.

RECORDS MAINTAINED

Major records maintained for personnel and career management purposes are:

- a. Individual Personnel File Folders - Maintained on all personnel with career designations of TS (approx.) as well as non-TSS designated personnel (approx.). Contains Personnel Qualifications Questionnaire DD/P Data Sheets, PERS, Training Evaluations copies of personnel actions and correspondence pertaining to the individual.
- b. Position Inventory File - Forms OF-4b on all TS personnel whether of TS career designation or other (approx.).

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The DD/P-Admin. (Personnel and Career Service), is composed of seven positions, presently incumbered as follows:

<u>Grade</u>	<u>Position</u>	<u>Incumbent</u>	<u>Grade and Title</u>
GS-15	Assistant Chief/Admin/Pers.	[Redacted]	GS-15 Deputy Personnel Director (Special)
GS-14	Deputy Asst. Chief/Admin/Pers.		GS-14 Admin. Officer
GS-13	Career Management Officer		GS-12 Pers. Officer
GS-7	Administrative Assistant		GS-7 Admin. Asst.
GS-7	Administrative Assistant		GS-7 Admin. Asst.
GS-5	Secretary-Stenographer		GS-5 Secy.-Steno.
GS-4	Secretary-Stenographer		GS-4 Secy.-Steno.

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FUNCTIONS

Major functions performed by key personnel are as follows:

GS-15 Asst. Chief/Admin/Personnel

Formulates and recommends DD/P personnel program, career service, training and travel policies to DD/P Chief-Admin, serves as member of Clandestine Services Training Committee, responsible for travel policies, advises the DD/P Admin-Chief and the DD/P on personnel matters and represents the DD/P Admin. in Agency meetings regarding personnel policy matters, supervises implementation of a personnel and career service program within the DD/P.

GS-14 Deputy Asst. Chief/Admin/Personnel

Serves as Assistant to Asst. Chief/Admin/Personnel. Specific duties include review of T/O's submitted by DD/P components, serves as Executive Secretary to the DD/P Career Service Board, participates in formulating and reviews policies of other DD/P Career Service Boards, performs review of all surplus personnel prior to making available to the Personnel Office, serves as member of DD/P Junior Career Service Board, and reviews all actions prior to submission to DD/P Board.

GS-13 Career Management Officer

Serves as Chairman to the Junior Career Service Board, analyses DD/P career service problems, and develops standardized procedures for DD/P career service boards.

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GS-7 Administrative Asst.

Serves as Executive Secretary to the DE/P Clerical and Support Career Service Board (Chairmanship of which is rotated among Senior Staff Representatives).

GS-7 Administrative Asst.

GS-5 Secretary-Steno

GS-4 Secretary-Steno

Provide administrative and secretarial assistance to the group.

RECORDS

No records are maintained on individuals. Files include minutes of meetings of Career Service Boards and general correspondence on matters under cognizance of the group.

-2-
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